

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Agricultural Commissioner	(2) MEETING DATE 9/22/2015	(3) CONTACT/PHONE Martin Settevendemie, Agricultural Commissioner/Sealer 805.781.5913	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List for Fund Center 141 – Agricultural Commissioner by deleting a vacant 0.5 FTE Department Automation Specialist position and adding a 1.0 FTE Administrative Assistant position to more effectively provide support services to the Agricultural Commissioner’s department and the public at large. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board approve, and direct that the Chairperson sign the resolution amending the Position Allocation List (PAL) for Fund Center 141 – Agricultural Commissioner deleting a vacant 0.5 FTE Department Automation Specialist position and adding 1.0 FTE Administrative Assistant position to more effectively support the Agricultural Commissioner’s department and the public at large. All Districts.			
(6) FUNDING SOURCE(S) Department Budget	(7) CURRENT YEAR FINANCIAL IMPACT \$7,890	(8) ANNUAL FINANCIAL IMPACT \$14,082	(9) BUDGETED? No
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? N/A	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Agricultural Commissioner / Martin Settevendemie
805.781.5913

DATE: 9/22/2015

SUBJECT: Submittal of a resolution amending the Position Allocation List for Fund Center 141 – Agricultural Commissioner by deleting a vacant 0.5 FTE Department Automation Specialist position and adding a 1.0 FTE Administrative Assistant position to more effectively provide support services to the Agricultural Commissioner's department and the public at large. All Districts.

RECOMMENDATION

It is recommended that the Board approve, and direct that the Chairperson sign the resolution amending the Position Allocation List (PAL) for Fund Center 141 – Agricultural Commissioner deleting a vacant 0.5 FTE Department Automation Specialist position and adding 1.0 FTE Administrative Assistant position to more effectively support the Agricultural Commissioner's department and the public at large. All Districts.

DISCUSSION

As part of the FY 2014-15 budget process, the Department of Agriculture/Weights and Measures submitted a proposal for a multi-year departmental restructure to proactively address the multitude of retirements facing the department. The first phase of the restructure was approved with the adoption of the FY 2014-15 budget. This resolution addresses the second phase of the departmental restructure, originally planned as a conversion of a 1.0 FTE Administrative Assistant to two 0.5 FTE Administrative Assistant positions. However, with an unexpected Department Automation Specialist vacancy occurring at the end of the past fiscal year, the department has been able to reevaluate its business processes and has revised the original restructure plan proposal. The department is submitting this request out of the normal budget cycle to coincide with the vacancies resulting from a retirement of an Administrative Assistant III (AA) and a departmental transfer of a Department Automation Specialist I (DAS).

During Phase I of the department's restructure, oversight of the Information Technology support staff was reassigned to the Administrative Services Manager. This reallocation allowed for a more cohesive assessment of the duties assigned to all department support staff which was one of the stated goals during Phase I, "balance span of control." The vacant 0.5 FTE DAS position has provided the department an opportunity to determine the feasibility of realigning several basic data management assignments to more appropriate administrative staff levels.

The department currently has a 1.5 FTE allocation for the DAS classification. However, many of the database duties traditionally performed by the DAS positions are being replaced or modified by state generated database software programs such as CalAgPermits and CalPEATS. As opposed to the in-house database systems that required creation and maintenance through programming, these state databases typically require much less technical expertise such as basic new user creation and maintenance of accounts, which is ideally suited to the AA classification. In addition, the department's webpage maintenance and public record act request routing and tracking are within the scope of the AA classification; duties previously held by the 0.5 FTE DAS. Transitioning these duties to an AA allows for a manageable amount of departmental DAS duties to be the responsibility of the remaining 1.0 FTE DAS.

Furthermore, during FY 2009-10, the department made several reductions to staffing levels including the elimination of a vacant 1.0 FTE AA to meet tight budgetary objectives and reduce the risk of potential layoffs. The elimination of this position directly correlated to a reduction in office hours available for the public and agriculture community in the Templeton District field office. As a result, many of the clerical duties were distributed to the Ag/Weights and Measures Technicians and Ag Inspector/Biologist staff such as, coverage of reception line phone calls, answering general questions from walk-in residents, fee collection, mail sorting and distribution, filing, etc. By converting 0.5 FTE DAS to 1.0 FTE AA, the department will be able to restore office hours to pre-cutback levels and increase customer service in the Templeton field office, as well as, align the necessary skillsets to better serve internal and external customers through the assignment of basic clerical duties to the proper classification. Therefore, after careful consideration and to coincide with the vacant DAS position and identified efficiencies the department is now modifying its original Phase 2 request previously mentioned.

In an effort to be as efficient and effective as possible while at the same time minimize costs, the Agricultural Commissioner continues to evaluate the best use of resources in the department. The proposed PAL changes in this item are reflective of this objective by reorganizing resources where they will maximize customer value.

OTHER AGENCY INVOLVEMENT/IMPACT

This request has been coordinated with both Human Resources and the Administrative Office. Human Resources prepared the attached resolution amending the Position Allocation List.

FINANCIAL CONSIDERATIONS

The net fiscal impact for the remainder of FY 2015-16 is a maximum of \$7,890 as shown in the table below. The Department of Agriculture/Weights and Measures expects to have salary saving to cover the cost for the remainder of FY 2015-16. No General Fund increase is requested at this time. The table below reflects the position allocation changes and salary and benefit implication for the proposed reorganization during the remainder of FY 2015-16.

	Position	Salary (7 Months)	Benefits (7 Months)	Total	FTE
ADD	Administrative Assistant	\$19,412	\$13,889	\$33,301	1.0
DELETE	Department Automation Specialist	(\$15,840)	(\$9,571)	(\$25,411)	(0.5)
NET				\$7,890	0.5

In FY 2016-17, the estimated net cost is an increase of \$14,082. Up to 40% of this cost may be offset with annual unclaimed gas tax reimbursement for qualifying agricultural programs.

RESULTS

Existing services will be maintained or made more efficient through this PAL amendment. The results the department intends to achieve with the implementation of this PAL amendment are listed below:

- 0.5 FTE - The Templeton district office is currently open to the public two hours each day. With the implementation of a full time AA in the Templeton field office the department plans to add a minimum of four office hours each day to increase customer service.
- 0.25 FTE – Create a more equitable distribution of administrative support workload by realigning basic clerical duties including, automated database management submissions through statewide electronic reporting systems, Invasive Weeds program report compilation, and tracking of Pesticide Use Enforcement program supplies and expenditures. Better alignment of these duties to the AA classification allows the agricultural staff to refocus efforts on field activities; such as pest detection trapping, mandated inspections and audits that protect public safety.
- 0.25 FTE – Assume basic database maintenance and department webpage update duties from vacated DAS position. Complete basic new user creation and maintenance of accounts for the CalAgPermits and CalPEATS

programs, as well as, maintain and update the department's webpage and execute public record act request routing and tracking.

- The net cost increase will be offset by up to 40% from unclaimed gas tax distributions for qualifying agricultural program work.

These results support the County's vision of a safe, healthy, livable, prosperous, and well-governed community.

ATTACHMENTS

1. Resolution Amending the Position Allocation List for Fiscal Year 2015-16